

NOTES AND INSTRUCTIONS

A) ANSWER ALL THE QUESTIONS ON PAGES 1, 2, 3, & 4.

*Answer all the questions on each page completely before proceeding to the next page.
Click on the Link at the bottom of the page to "jump" to the corresponding page.*

B) PROCEED TO PAGE 5 FOR YOUR QUARTERLY METER REPORT.

Check to make sure the Quarterly Meter Report is completely filled out. If data is missing, go back through pages 1, 2, 3, & 4 and make sure all questions have been answered.

C) SAVE THE SPREADSHEET AND E-MAIL IT TO THE KENTUCKY PUBLIC SERVICE COMMISSION

Click on the Link below to proceed to e-mail, attach this completed spreadsheet and hit send

[George W. Wakim, Water & Sewer Branch Manager](#)

D) PRINT OUT THE QUARTERLY METER REPORT FOR YOUR RECORDS

E) TABLE OF CONTENTS

Click on the Link below to proceed to that page

[1 - GENERAL INFORMATION](#) Information pertaining to the utility and quarterly meter report.

[2 - METER STATISTICS](#) Information pertaining to number of meters tested and in system.

[3 - METER TESTING](#) Information pertaining to meter test results.

[4 - METER & REFUND INFORMATION](#) Information pertaining to customers and refunds.

[5 - QUARTERLY REPORT](#) Information summarized into the quarterly report for printing.

E) REGULATION 807 KAR 5:066 Section 16. Periodic Tests.

(1) Each utility shall test periodically all water meters so that no meter will remain in service without test for a period longer than specified in the following table:

SIZE OF METER (inches)	INTERVAL BETWEEN TEST YEARS
5/8	10
5/8 x 3/4	10
3/4	10
1	10
1 1/4	4
1 1/2	4
2	4
3	2
4 and larger	1

- A) What is the name of your utility? _____
- B) What is the street address of your utility? _____

- C) What city is your utility in? _____
- D) What is your zip code? _____
- E) What test year are you reporting on? _____
- F) What quarter are you reporting on (1, 2, 3, or 4)? _____

- A) How many 5/8" meters are in your system? _____
- B) How many meters are to be tested this year? _____
- C) How many meters have been tested this year (including this quarter)? _____
- RESIDENTIAL**
- D) How many metered residential customers are in your system? _____
- E) How many non-metered residential customers are in your system? _____
- COMMERCIAL**
- F) How many metered commercial customers are in your system? _____
- G) How many non-metered commercial customers are in your system? _____
- INDUSTRIAL**
- H) How many metered industrial customers are in your system? _____
- I) How many non-metered industrial customers are in your system? _____
- OTHER**
- J) How many metered customers are in your system other than those listed above? _____
- K) How many non-metered customers are in your system other than those listed above? _____

LAST 5 YEARS

- A) How many meters in your system were last tested within the past 5 years?
(include new meters put into service) 100
- B) How many of those were tested this quarter?
(include new meters put into service) 20
- C) How many of those tested within $\pm 2\%$ error limit? 10
- D) How many of those tested more than 2% fast? 5
- E) How many of those tested more than 2% slow? 5
- F) How many of those tested were non-registering? 3

5 - 8 YEARS

- G) How many meters in your system were last tested 5 - 8 years ago? _____
- H) How many of those were tested this quarter? _____
- I) How many of those tested within $\pm 2\%$ error limit? _____
- J) How many of those tested more than 2% fast? _____
- K) How many of those tested more than 2% slow? _____
- L) How many of those tested were non-registering? _____

9 YEARS

- M) How many meters in your system were last tested 9 years ago? _____
- N) How many of those were tested this quarter? _____
- O) How many of those tested within $\pm 2\%$ error limit? _____
- P) How many of those tested more than 2% fast? _____
- Q) How many of those tested more than 2% slow? _____
- R) How many of those tested were non-registering? _____

10 YEARS

- S) How many meters in your system were last tested 10 years ago? _____
- T) How many of those were tested this quarter? _____
- U) How many of those tested within $\pm 2\%$ error limit? _____
- V) How many of those tested more than 2% fast? _____
- W) How many of those tested more than 2% slow? _____
- X) How many of those tested were non-registering? _____

10+ YEARS

- Y) How many meters in your system were last tested more than 10 years ago? _____
- Z) How many of those were tested this quarter? _____
- AA) How many of those tested within $\pm 2\%$ error limit? _____
- AB) How many of those tested more than 2% fast? _____
- AC) How many of those tested more than 2% slow? _____
- AD) How many of those tested were non-registering? _____

UNKNOWN

- AE) How many meters in your system were last tested more than 10 years ago? _____
- AF) How many of those were tested this quarter? _____
- AG) How many of those tested within $\pm 2\%$ error limit? _____
- AH) How many of those tested more than 2% fast? _____
- AI) How many of those tested more than 2% slow? _____

METER INFORMATION

- A) Do you have a periodic meter test program (Yes or No)? _____
- B) How many meters were removed from service and tested for this reporting quarter? _____
- C) How many new service connections (meters) were installed this reporting quarter? _____
- D) Who tests the meters? _____
- E) What does the utility do with meters that test more than 2% fast or 2% slow? _____
- F) How many meters were tested at the request of a customer? _____
- G) How many meters were tested at the request of the Commission? _____

FOR THIS REPORTING QUARTER

- H) What is the number of meters on which refunds were made? _____
- I) What is the total amount of refunds made? _____
- J) How many customers were billed for slow meters? _____
- K) What is the total amount billed on slow meters? _____
- L) How many customers were billed for non-registering meters? _____
- M) What is the total amount billed on non-registering meters? _____

INFORMATION IN THIS REPORT

- N) Who is responsible for the information concerning meter testing? _____
- O) What is the title of the individual named in above question? _____
- P) Who is responsible for the information concerning customers and refunds? _____
- Q) What is the title of the individual named in above question? _____
- R) What is the date of submittal for this report? _____

QUARTERLY METER REPORT
TO THE KENTUCKY PUBLIC SERVICE COMMISSION

GENERAL INFORMATION

NAME OF UTILITY _____	QUARTER _____
ADDRESS _____	TEST YEAR _____
CITY, STATE, ZIP _____	DATE SUBMITTED _____

METER STATISTICS

CUSTOMER TYPE	METERED	NON-METERED	TOTAL
RESIDENTIAL	0	0	0
COMMERCIAL	0	0	0
INDUSTRIAL	0	0	0
OTHER	0	0	0
TOTALS	0	0	0

STATUS OF METER TEST PROGRAM	QUANTITY
METERS TO BE TESTED THIS YEAR	0
METERS TESTED THIS YEAR (TO DATE)	0
METERS STILL TO TEST THIS YEAR	0

METER TESTING

YEARS SINCE METER WAS LAST TESTED	METER TEST RESULTS				METERS TESTED	METERS NOT TESTED
	WITHIN ±2%	> 2% FAST	> 2% SLOW	NR*		
NEW - 5 YEARS	10	5	5	3	23	80
5 - 8 YEARS	0	0	0	0	0	0
9 YEARS	0	0	0	0	0	0
10 YEARS	0	0	0	0	0	0
10+ YEARS	0	0	0	0	0	0
UNKNOWN	0	0	0	0	0	0
TOTALS	10	5	5	3	23	80
PERCENT	43.48%	21.74%	21.74%	13.04%	22.33%	77.67%

* Non-Registering

PERIODIC METER TEST PROGRAM	
METERS REMOVED FROM SERVICE AND TESTED THIS QUARTER	0
NEW SERVICE CONNECTIONS (METERS) INSTALLED THIS QUARTER	0
TOTAL METERS TESTED THIS QUARTER	23
UTILITY OR APPROVED AGENCY DOING METER TESTING	
METERS THAT TEST MORE THAN 2% FAST OR 2% SLOW	

CUSTOMER AND REFUND INFORMATION

NUMBER OF TESTS MADE AT CUSTOMER'S REQUEST	0
NUMBER OF TESTS MADE AT COMMISSION'S REQUEST	0
NUMBER OF METERS ON WHICH REFUNDS WERE MADE	0
TOTAL AMOUNT OF REFUNDS MADE DURING THIS QUARTER	\$0.00
NUMBER OF CUSTOMERS BILLED FOR SLOW METERS	0
TOTAL AMOUNT BILLED ON SLOW METERS	\$0.00
NUMBER OF CUSTOMERS BILLED FOR NON-REGISTERING METERS	0
TOTAL AMOUNT BILLED ON NON-REGISTERING METERS	\$0.00

METER TESTING INFORMATION APPROVED BY:

CUSTOMER & REFUND INFORMATION APPROVED BY:

SIGNED _____
 TITLE _____

SIGNED _____
 TITLE _____